**Catalog Course Description:**

COL 105 is a study of the purposes of higher education and provides orientation to the functions and resources of the college. This course is designed to help freshmen adjust to the college community, develop a better understanding of the learning process, and acquire essential academic skills.

**Prerequisite(s):** None

**Co-requisite(s):** None

**Credit Hours:** 3 credit hours, 3.0 contact hours

**Departmental Website:** [http://www.midlandstech.edu/dvs/](http://www.midlandstech.edu/dvs/)

**D2L Brightspace Login Page:** [https://elearn.midlandstech.edu](https://elearn.midlandstech.edu)

**Department Chair:** Mary S. Thomas 822-3239 thomasm@midlandstech.edu

**Departmental Assistant:** Pamela Laury 822-3539 lauryp@midlandstech.edu

**Retention Advocate:** Hameen Shabazz 822-7058 shabazzh@midlandstech.edu

**Instructor:**

**Office:** [Adjuncts may delete this]

**Telephone:** [Adjuncts should put departmental telephone number here]

**E-mail:**

**Campus Mailbox:**

**Class Schedule[s]:** [Section number, Day, Time, Place]

**Office Hours:** [Adjuncts may delete this]

**Textbook(s):** ON COURSE: STUDY SKILLS, Downing ISBN 9781337060547

**General Education Core Competency Statement:**

**Course Objectives:** Upon completion of this course the student will be able to identify and practice time management skills that promote persistence and success.

**Course Competencies:**

1. Demonstrate an awareness of prioritizing personal and academic responsibilities.
2. Employ the time management strategies needed to appropriately schedule specific activities for college success.
3. Demonstrate an understanding of preventing procrastination by using effective time management strategies.

Program and course assessment activities are deployed and results collected in accordance with the College’s assessment schedule. Please refer to the information in the syllabus regarding the applicability of the assessment activity for the current semester.
**Performance Measurement Instrument:**

Students will meet these competencies by scoring at least .75 on two multiple choice case study assessments. (scoring levels of 0, .25, .50, .75, and 1)

**Course Attendance:** In the event of circumstances beyond one's control, such as illness, the student is allowed to miss no more than twice the number of weekly class meetings in a 14 week class. Exceeding the maximum allowed absences in this course means that the student can receive NO CREDIT for the course, and the instructor will assign the student a grade of W or WF.

The quality of your learning experience in this class is determined in large by your active participation in the learning process. Therefore, it is important that you make every effort to attend every class. Students are expected to attend all classes and are responsible for class work, homework, lecture notes, reading assignments, etc., whether or not you are present.

There is no such thing as an "excused absence". On certain occasions, circumstances such as illness, personal issues or transportation problems may arise, that prevent you from attending class. In light of that, the maximum number of absences (no matter the reason—illness, being out of town, court, doctor’s appointments, etc.) are

- 14 week term- No more than 4 absences allowed for classes meeting 2 times a week
- 10 week term- No more than 3 absences allowed for classes meeting 2 times a week
- 7 week terms- No more than 2 absences allowed for classes meeting 2 times a week
- 7 week terms- No more than 4 absences allowed for classes meeting 4 times a week

If you exceed the number of absences, you will be withdrawn from the course.

Absences will be counted beginning with the first day of class. If the number of classes missed exceeds the allowed absences, the student will be dropped from the class and will receive a "W" or "WF" as their final grade depending upon their grade status as of the last day the student attended class.

Students should not be late to class. Students who come in late interfere with the class presentation and disturb the other students in the class. Likewise, students should not leave in the middle of class or before class is dismissed. If you arrive after the roll has been taken, or if you leave before the class is over, you will be marked absent. It is YOUR responsibility to see the instructor after class on THAT DAY so your absence can be changed to a tardy. Three tardies will be counted as one absence. A tardy is being up to 10 minutes late to class. After 10 minutes, you are officially marked absent.

Students are responsible for keeping track of their attendance as recorded on D2L and have up to two weeks (from the date of absence or tardy) to challenge the status assigned.

**Students are responsible for keeping track of their attendance as recorded on D2L, and have up to two weeks (from the date of absence or tardy) to challenge the status assigned.**
Course Requirements:

Homework and class activities 40%
Tests (Minimum of 3) 25%
Time Management Project 25%
Final Exam 10%

Grading Scale:

<table>
<thead>
<tr>
<th>Grade</th>
<th>Percentage Range</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>90-100</td>
<td>Superior Work</td>
</tr>
<tr>
<td>B</td>
<td>80-89</td>
<td>Good Work</td>
</tr>
<tr>
<td>C</td>
<td>70-79</td>
<td>Average Work</td>
</tr>
<tr>
<td>D</td>
<td>60-69</td>
<td>Below Average Work</td>
</tr>
<tr>
<td>F</td>
<td>59 and below</td>
<td>Unsatisfactory Work</td>
</tr>
</tbody>
</table>

The instructor is not required to permit makeup work after the fact and may assign a grade of “0”. Submitting makeup work for grades may be permitted at the discretion of the instructor provided you make arrangements with your instructor prior to the due date of the assignment in question.

You are responsible for making sure all work reaches the instructor. All assignments should be submitted directly to the instructor; if assignments are submitted in any other way, they must be clearly labeled with the instructor’s name.

It is up to the individual instructor to determine whether or not work should be word processed or handwritten. Some assignments will require word processing. If you do not have access to a word processor, allow time to use those available in the Academic Success Centers which are made available free of charge. There is a fee for printing.

Instructors are prohibited by federal law (Buckley Amendment) from discussing a student’s grade, academic progress, or academic standing with anyone without the student’s written permission. This includes parents and other family members.

Makeup Work

The instructor is not required to permit makeup work after the fact and may assign a grade of zero for any work not turned in. Submitting makeup work for grades may be permitted at the discretion of the instructor, provided you make arrangements with your instructor prior to the due date of the assignment in question. Makeup and late work are accepted at the instructor’s discretion, and students should not expect to be allowed to makeup work or submit late work, regardless of the reason.

You are responsible for making sure all work reaches the instructor. All assignments should be submitted directly to the instructor; if assignments are submitted in any other way, they must be clearly labeled with the instructor’s name. If you are placing an assignment in an instructor’s campus mailbox, please make sure it is the correct box.

Classroom Rules/Other: See the Student Handbook as well as and classroom policies provided by the instructor.

Early Alert Referrals from your Instructor:

The Developmental Studies Department (DVS) is invested in your success and committed to helping you navigate the obstacles you may encounter in college. As part of this commitment, your instructor may contact you via email or face-to-face when they have concerns about areas
that are impacting your progress. In addition, your DVS instructor may use our Early Alert Referral System (EA) to send a notification to Mr. Shabazz, the Retention Advocate for the DVS Department. Once an alert is sent to Mr. Shabazz, he will contact you to set up a meeting to discuss ways to identify support resources and/or solutions. If we see that you are struggling with study skills, attendance, class participation, assignments, or personal issues we want to assist you in solving these problems. You may also make an appointment with Mr. Shabazz should you want to discuss with him any issues that may be hindering your academic progress. He is available on Airport Campus on Monday and Tuesday in AC 135A and at Beltline Campus in LET 221E on Tuesday and Thursday. He can be reached at 822.7058 or you may make an appointment with him by using this link: https://am.midlandstech.edu/ramonline/BookAppt?AG=2451

**Disciplinary Absences:**
Should a student be asked to leave a class for disciplinary reasons (disturbing a class in any way, abusive language, general maliciousness, etc.), the student **MUST** meet with either the Associate Vice President for SDS, Director, Academic Integrity and Student Conduct or Director of Student Engagement before they can be readmitted to class. **They are:**

Hart Hayden, Director, Academic Integrity and Student Conduct  
ASC-100  803-822-3441  
haydenh@midlandstech.edu

Kaci W. Green, Director of Student Engagement  
BSC-100  803-790-7555  
greenk@midandtech.edu

Students will be considered absent for each class they miss due to inappropriate behavior.  
**NOTE:** Meeting with these individuals does not assure a student will be allowed back into the class!

**Withdrawal:** Should the maximum allowable absences be exceeded prior to midterm, a "W" will be submitted to the registrar to be recorded on the student's transcript. Should the maximum allowable absences be exceeded after midterm, a "WF" will be submitted to the registrar if the student was passing the course at the time of withdrawal OR a "WF" will be submitted if the student was failing the course at the time of withdrawal.

**No Shows:** If you register for a course and decide not to attend for any reason, you must complete a drop form and process it through the student Records Office. You will not be automatically purged for non-attendance. If you do not submit a drop form, you will be responsible for course tuition and fees. By not officially dropping the course, you will incur a bill with the college that can only be addressed through the College's Finance Office. The college's refund policy and dates are posted each semester.

**Administrative Drop Requests:** A student requesting an Administrative Drop resulting from medical event, death of family member, and other extenuating circumstances experienced while enrolled at Midlands Technical College should be directed to the Student Ombudsman’s office. Our policy dictates a request must be made no later than 30 days after the affected term. Supporting documentation is required and must be received before the request can be processed. Once the request form is received along with supporting documentation, it takes approximately three weeks for processing. As a result of an approved Administrative Drop Request, the student may be granted a refund of tuition and fees.
Military Withdrawal: According to College Procedure 3.10.1, students having to withdraw from college because of Military Deployment (active duty personnel) while enrolled must complete a withdrawal form and submit to the Records Office along with a copy of military orders.

Disabilities Statement: The staff of Counseling and Career Services works to ensure that all educational programming and services are accessible to otherwise qualified students with disabilities. If you have a concern regarding the accessibility of websites, instructional materials, online courses and other electronic or information technology please contact Counseling and Career Services. It is the student's responsibility to self-disclose as a student with a disability and to request accommodations prior to beginning a program or course. Please contact the staff of Counseling and Career Services at 803-822-3505 (AC) or 803-738-7636 (BC) or via email at disability@midlandstech.edu if you have any questions or concerns.

Academic Affairs Student Guidelines and Expectations

MTC Student Handbook:
Students are expected to read the MTC Student Handbook and abide by its policies. You can find the handbook on the MTC website under Student Resources; copies are also available at various locations on campus. Some of the more important handbook policies that impact your academic success are listed below.

Academic Integrity:

- The students of MTC have adopted the following Honor Code:
  As a member of the Midlands Technical College community, I will adhere to the college’s Student Code. I will act honorably, responsibly, and with academic integrity and honesty. I will be responsible for my own academic work and will neither give nor receive unauthorized or unacknowledged aid. I will behave courteously to all members of the MTC community and its guests and will respect college property and the property of others.
- The Student Code (Appendix I of the MTC Student Handbook) defines academic dishonesty, which includes, but is not limited to, cheating on tests, plagiarism, collusion, and falsification. Such actions will result in discipline.
- Cheating on tests includes:
  - Copying from another student’s paper.
  - Copying or presenting someone else’s work as your own.
  - Using unauthorized materials during a test.
  - Collaborating with any other person during a test without permission.
  - Knowingly obtaining, using, buying, or selling in whole or part the contents of any test.
  - Bribing any other person to obtain information about tests.
  - Substituting for another student, or permitting another student to substitute for you.
- Plagiarism is taking another person’s work and using it without giving the source credit in any graded assignment.
- The use of cell phones or other portable electronic devices for purposes of academic dishonesty in any form is strictly prohibited; students who violate this policy will be subject to the disciplinary procedures and sanctions outlined in the Student Code.
- For more information about academic dishonesty, see the Student Code.

Class Attendance and Participation:
Students are responsible for meeting all attendance and participation requirements outlined in each course syllabus.
Portable Electronic Devices:
Cell phones and other portable electronic devices may be used in classrooms only for maintaining access to MTC Alerts!, the college’s emergency notification system. Other uses of portable electronic devices not approved by an instructor in a specific course (for example, leaving class to make or receive phone calls, sending or reading text messages, accessing the internet, taking pictures or videos, listening to music, etc.) will be considered disruptive activities, and the student will be subject to disciplinary action.

Student Email Accounts (MyMTC Email):
- All MTC students are assigned a college email account called MyMTC Email. For access, log into MyMTC at http://mymtc.midlandstech.edu.
- MyMTC Email is the primary way the college communicates with students. You are responsible for checking your college email regularly for important information and announcements about registration, financial aid, cancelled classes, emergencies, etc.
- Students can use their college email accounts to communicate with faculty, staff, fellow students, and others, as well as to maintain personal calendars and task lists.
- In addition to using MyMTC Email, students may also be required to communicate with instructors through D2L Brightspace (the college-wide learning management system), or through course-specific software, such as MyMathLab.

MyMTC:
The college conducts business with students through MyMTC, which provides many services and resources, including access to transcripts, grades, and program evaluations; information about financial aid status; and how to search and register for courses. To access MyMTC, click the link titled MyMTC in the top navigation bar on the public website.

Children on Campus:
Children are generally not permitted on campus except for special events. Children are not permitted in classes, labs, or advisors’ offices. Children can never be left unattended on campus, including in the library, the Academic Success Center, or parking lots.

Inclement Weather Policy:
- If weather conditions or other emergencies cause the college to close or open late, announcements will be made over local radio and TV stations, on the MTC website, and on the college’s information line (803-738-8324).
- Notices will be sent to students via MyMTC Email and MTC Alerts! when applicable.
- Check for separate announcements for day and evening classes because weather conditions can change.
- Inclement weather schedules: In standard non-lab and non-clinical classes, if the college closing or reopening means that there are at least 30 minutes of a class remaining, plan to attend that class. For example, if the college opens at 10 a.m., classes that normally meet at 8 a.m. will not meet, but classes that normally begin at 9:35 a.m. will begin at 10 a.m. Similarly, if the college closes at 8 p.m., 6 p.m. classes will meet for their regular time, but 7:35 p.m. classes will not meet.
- Check your syllabus for specific information about the inclement weather policy for that course.
Campus Emergency Protocol:

- To report safety concerns or suspicious activities, call Campus Security at 738-7850 (cell phone or off campus) or 7850 (from a campus phone).
- To report a security or medical emergency, call Campus Security at 738-7199 or dial local 911 immediately.
- The college also provides emergency call boxes; look for these red call boxes in or near parking lots on all campuses.
- If a college-wide emergency occurs, the college will communicate additional information and instructions in a number of ways, including the MTC Information Centers, campus loud speakers, MyMTC Email, the MTC website, and MTC Alerts!. To sign up for MTC Alerts! and receive emergency notifications on your cell phone, go to MyMTC.

Student Evaluation of Instruction:

Toward the end of the semester, students will be encouraged to participate in evaluating their courses. You can complete this confidential evaluation through MyMTC using your username and password. Announcements will be made during the term concerning how and when to complete the online evaluation.

Students Requiring Special Accommodations:

At MTC, the Disability Services office operates within Counseling and Career Services. It is the student’s responsibility to self-disclose as a student with a disability and to request accommodations through Disability Services. If a student requests accommodations for a disability through a faculty or staff member, they will be referred to Disability Services to complete the request. To request accommodations, please contact Disability Services in Counseling and Career Services on Airport Campus (ASC 237, 803-822-3505) or Beltline Campus (BSC 239, 803-738-7636) or via email at disability@midlandstech.edu . A student can also visit our website at http://www.midlandstech.edu/student-resources/disability-services for more information. If a student has a concern regarding the accessibility of education or information technologies, please contact the Chief Compliance Officer, Ian MacLean, at 803-822-3204 or macleani@midlandstech.edu .

Midlands Technical College does not discriminate against any student on the basis of pregnancy or related conditions. Students seeking accommodations for pregnancy are encouraged to contact the college’s Title IX Coordinator, Ian A. MacLean, PO Box 2408, Columbia SC 29202, or at 803-822-3204, or macleani@midlandstech.edu.

Updated Fall 2018

PLEASE NOTE: Should change become necessary, the instructor reserves the right to adjust the requirements, pace, or scheduling of this course.